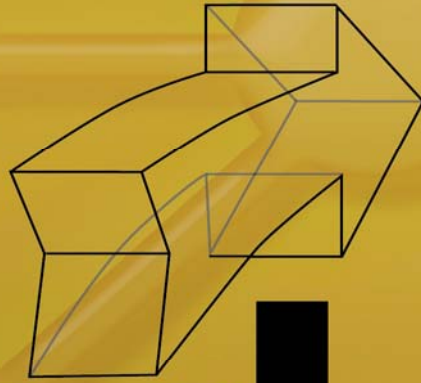


project  
**lead  
theway**



INDIANA  
**WORKFORCE**  
DEVELOPMENT



To: Indiana Superintendents, High School Principals,  
Area Vocational Directors, Postsecondary Administrators

From: Andrew Penca, Commissioner  
Department of Workforce Development

Re: Tech Prep Competitive Grant Opportunity

Date: April 26, 2007

The Department of Workforce Development is pleased to announce the availability of federal Tech Prep funds to Indiana high schools, area vocational districts, and two- and four-year postsecondary institutions. The purpose of these funds is to assist in the development and implementation of technical preparatory opportunities in a career field such as engineering that builds student competence in mathematics, science, economics, reading, writing, communications, and workplace skills for Indiana students.

Included in these efforts are programs which will prepare students for the high wage/high demand skilled jobs of the 21<sup>st</sup> Century. Foremost among these programs is Project Lead the Way (PLTW). Project Lead the Way is a curriculum program that provides a flexible sequence of pre-engineering courses that introduces students to the scope, rigor, relevance and discipline of engineering and engineering technology. When combined with a rigorous academic curriculum, the combination will prepare students for a successful secondary education, and, further students who are well prepared for postsecondary education and employment.

The attached Request for Applications (RFA) provides detailed information and instructions to apply for these competitive grant funds. Grant applications are due Wednesday, May 16, 2007. If you have questions, please contact Fannie Cox at (317) 232-7355 or at [fcox@dwd.in.gov](mailto:fcox@dwd.in.gov).

# DWD Career and Technical Education Request for Applications

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## **Request for Applications**

This application announces the availability of grant funding to assist Indiana high schools, area vocational districts, and postsecondary institutions in preparing students to meet the challenges of the 21<sup>st</sup> Century through the implementation of a career-themed pathway utilizing the curriculum of Project Lead the Way (PLTW). A fully developed program, PLTW provides the curriculum, teacher and counselor preparation, institution and industry relational links, and applied knowledge and skills to better prepare students to meet the challenges required of tomorrow's workforce. A new type of career and technical education program of study, PLTW has the potential to support the growth in numbers of the next generation of engineers, scientists, and technology workers.

For the purposes of this RFA, successful applicants must be prepared to commit to a four (4)-year PLTW curriculum implementation, and to meeting all of the requirements of the new 2006 Carl D. Perkins legislation. A minimum of one new PLTW course must be offered for each year of the grant cycle.

PLTW meets the requirements of a tech-prep program of study as it:

- aligns with and meets the academic standards developed by Indiana;
- meets the educational and course sequence requirements;
- integrates academic, and career and technical instruction, and offers opportunities for work-based and worksite learning where appropriate and practical;
- provides technical preparation in engineering or engineering technology, which is a high skill, high wage occupation;
- builds student competence in mathematics, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics, and integrated instruction in a coherent sequence of courses;
- leads to an associate or a baccalaureate degree or a postsecondary certificate in the engineering career field;
- can lead to placement in appropriate employment or to further education;
- includes professional development activities for teachers, which meets the Tech Prep and Perkins' guidelines;
- utilizes educational technology in operation of the program.

## 2007/08 Application Timeline

April 26, 2007	Announcement/RFA available
May 16, 2007	Application due to DWD/CTE
June 1, 2007	Award Announcement/Clarifications to Applicants
June 8, 2007	Application packets mailed for signature
June 29, 2007	Packets signed and returned to DWD/CTE
July 1, 2007	Grant start date
January 15, 2008	First Progress Narrative due to DWD/CTE
June 30, 2008	Student data due to DWD/CTE
September 30, 2008	Grant end date
October 30, 2008	Second Progress Narrative due DWD/CTE
October 30, 2008	Close-out Reports due to DWD Grant Accounting

## Award Amount

Grant awards will be made on an annual basis. The scheduled award amounts for the four-year (4) grant cycle are \$20,000, \$15,000, \$10,000, and \$10,000 for years one through 4, respectively.

The amount and duration of funding will depend on the number of years of previous funding awards for the implementation of PLTW. For example, secondary sites or Consortia that started PLTW in the 2006/07 school year will be eligible for three (3) additional years of funding. For sites that are farther along in their implementation strategies, i.e., started PLTW three (3) or two (2) years ago, will be eligible for an additional one (1) or two (2) years, respectively.

In general, sites that have received PLTW implementation funding for four (4) or more years and/or PLTW implementation funds totaling more than \$60,000 or more will not be eligible for these grant funds.

It is expected that a site will receive funding for all four years; however, the site must meet specific implementation targets in order to receive the next successive year's award. **The Department of Workforce Development reserves the right to not renew a grant for a subsequent year if PLTW implementation targets are not being met.** These targets include, but are not limited to:

- offering an additional PLTW course each year of the grant program, until at least three courses are available for the school's students to enroll;
- conducting the PLTW end-of-course assessment for each course offered;
- submission of the end-of-course assessment data to the PLTW national data assessment group, True Outcomes;
- completion or attempted completion of the PLTW Certification process conducted by Purdue University by the conclusion of the second (2<sup>nd</sup>) year of the program;
- accurate and timely submission of enrollment and performance data via the INTERS system of the Department of Workforce Development.

## Grant Period

The grant period is for 15 months and will begin on July 1, 2007 or upon completion of the state signature process, whichever comes first, and end on September 30, 2008.

The program development strategy is for a four-year (4) implementation plan of PLTW at the secondary level. Grant applications will be requested every year and grant awards will be made on an annual basis. It is fully expected that a grantee will receive funding for all four (4) years of the grant cycle presuming that program plans meet requirements outlined in the RFA.

To determine yearly grant continuation, programs will be assessed against criteria including but not limited to implementation progress, program quality, and reporting compliance. **The office of DWD/Career and Technical Education has sole responsibility and discretion in evaluating this progress and awarding continued funding.**

## Eligibility Guidelines

The scope of this project is based on the requirements of the Carl D. Perkins Act of 2006, its respective uses and core indicators.

Applications must be prepared and submitted by a consortium. To be eligible for this grant opportunity, a consortium must include, at a minimum, one member in each of the following three categories:

- 1) local education agency (LEA), an intermediate educational agency, educational service agency, or area vocational district serving secondary students;
- 2) (a) regionally accredited institution of higher education that offers a two-year associate degree program, or a two-year postsecondary apprenticeship program, certificate or licensure, or (b) a proprietary institution of higher education that offers a two-year associate degree program, or (c) four-year institutions offering a baccalaureate degree program;
- 3) business/employer or consortium of employers that require high-skill/high-wage employees.

Consortia may also and are encouraged to include one or more of the following:

- 1) labor organizations,
- 2) employer organizations,
- 3) economic development organizations,
- 4) community-based organizations, and,
- 5) additional members such as parents, students, and counselors.

## Required Program Components

The applicant should respond to the RFA specifications in the form of a narrative.

- Each applicant must submit a Consortium Agreement providing evidence that each of the categories of membership required have been satisfied and that each of the required members is eligible for membership.

This signed Agreement indicates a commitment from the participating secondary school, area vocational school, eligible postsecondary institution(s), business representative(s), etc., affirming that they have formed a consortium to develop, implement and sustain the plan outlined in the application. The Agreement must also include the roles and responsibilities of each member within the proposed project.

- Each applicant must submit a design for an academic and technical, non-duplicative sequence of courses that includes the last two (2) years of high school and, at a minimum, the first two (2) years of postsecondary education offering an associate degree, two (2)-year apprenticeship, licensure or certificate program, or a four (4)-year baccalaureate degree.
- Each applicant must identify the number of students enrolled in each course indicating the proportional representation of race/ethnicity and gender. The goal is for the PLTW enrollment to mirror the general school population.
- Each applicant must have formal articulation agreements in place by the end of year one (1).
- Each applicant must agree to submit end-of-course assessment data via the standard process utilized by PLTW.
- Each applicant must agree to submit student data to the Department of Workforce Development using the Indiana Technical Education Student Reporting System (INTERS). This data will determine the impact of the program implementation on a comprehensive set of student outcomes, including:
  - academic and technical skill achievement;
  - high school graduation rate, ranking compared with trends over last several years;
  - dual credit attainment;
  - student skill attainment;
  - completion of a State or industry-recognized certificate or licensure;
  - enrollment in the same field or major as at the secondary level and completion of postsecondary education;
  - prevalence of postsecondary remedial coursework;
- Each applicant must agree to submit a progress report covering the period July 1, 2007 through January 31, 2008, due on February 15, 2008. The final performance report narrative is due October 30, 2008, and the fiscal close-out report is also due October 30, 2008.

**Please note: Funding may be delayed or may not be renewed for those not supplying data on a timely basis.**

While submission of this data is commonly done by the Area Vocational District via their standard reporting process of CTE students, successful applicants must ensure that this submission is done accurately and timely.

## **Use of Funds**

Funds may be used in the following ways for secondary and postsecondary recipients:

- Administrative costs up to five percent (5%) of budget
- Curriculum development/alignment
- Planning time for meetings, time for career guidance programs and activities
- Data collection and evaluation
- Equipment costs
- Professional development
- Stipends
- Transcript analysis
- Travel (for site visits or professional development)

## **Instruction Guidelines and Application Format**

All proposals must be typewritten/word processed on standard 8 ½ x 11 paper and organized in the following format and contain all listed items in the order indicated below. Proposal should not be more than **8 pages** in length, double spaced.

- a) Completed cover letter, Appendix A
- b) Program Budget and Budget Narrative, Appendix B
- c) Detailed narrative responding to items in the “Required Program Components”
- d) Program plan as outlined in the “Application Review” Section, Items 1- 4
- e) Signed Consortium Agreement, Appendix C

## **Application Review**

All applications will be reviewed for compliance against a pre-defined set of parameters as outlined in the RFA.

The application review will be performed by an evaluation committee that could be comprised of reviewers from the Department of Workforce Development (DWD), Department of Education, and the Commission of Higher Education (CHE), and Indiana CTE stakeholders.

Please provide narrative describing components 1-4. The grant application should not exceed 8 pages, including appendices. The maximum score for the following selection criteria is 100 points.

### **1. Quality of Project Design**

**30 points**

The extent to which the applicant’s proposed plan demonstrates commitment and readiness to implement an aligned sequence of PLTW courses in a progressive four (4)-year continuum that comprises a program for effective knowledge and skill development training, employment preparation, and postsecondary study in the field of engineering or engineering technology. Rather than a reiteration of the design and



benefits of PLTW (what it is, how it works), the successful applicant's plan will have demonstrated how the implementation of PLTW courses fits its school-wide education strategy and its benefit to students.

The narrative should include:

- strategy for implementation, including the names, titles, phone numbers and email addresses of those individuals who participated in developing, review the plan;
- any current or new initiatives in addition to the standard PLTW program which correlate with PLTW;
- narrative discussion of how PLTW will fit into your school and community as a priority program and how the program implementation will benefit your students;
- how the rationale for the implementation of PLTW relates to the community's economic goals;
- discussion of formal articulation agreements that include dual credit;
- recruitment activities to sustain enrollment;
- commitment to school certification by the end of Year 2.

## **2. Quality of Management Plan**

**15 Points**

The extent to which the management plan outlines specific, measurable goals, objectives and outcomes to be achieved by the proposed program, including, but not limited to:

- program that meets Indiana academic and technical standards;
- commitment to school certification;
- recruitment and retention activities;
- formal articulation agreements;
- professional development opportunities for counselors to enable counselors to more effectively support student progress;
- career guidance activities;
- plans to address end-of course assessment and submission of data;
- for current PLTW sites, please discuss the plan for offering upper level courses; i.e., at the Career Center; individual course offerings at the school site.

## **3. Sustainability and Adequacy of Resources\***

**20 Points**

Provide a detailed budget and budget narrative indicating use of funds for the current year's initiative. Additionally, the narrative should include availability of facility, equipment, supplies, external funding, human capital, and other applicable resources, and an overall plan for sustainability of the program.

## **4. Project Evaluation and Outcomes**

**35 Points**

- Describe how data collection, utilization and analysis will be used to determine the program's overall academic effectiveness on student outcomes.  
Performance indicators must include:
  - the success of students enrolled in PLTW courses when compared to non-enrolled students via GPA of PLTW enrolled students versus non-PLTW enrolled students;

- the number of graduates enrolled in postsecondary engineering or engineering technology courses;
- the number of students enrolled in postsecondary remedial coursework;
- the number of PLTW students who completed a baccalaureate degree within the normal time for completion of the program;
- the number of students who entered employment after high school and the field of employment.
- Discuss your plan for addressing matriculation from first course to second course, etc.

The successful applicant must agree to provide any reports, data, and other information deemed necessary for the implementation and success of the program.

Additionally, the successful applicant must agree to participate in PLTW's evaluation process by responding to surveys/questionnaires in a timely manner.

### **Budget/Budget Narrative Guidelines**

Applicants must provide an annual budget and budget narrative of participation to match the implementation plan over the grant period. This should include cost estimations for personnel salaries, benefits, travel (estimated airfare, mileage, number of nights for hotel and per diem expenses), materials and supplies, equipment, consultant and subcontractor fees for up to four (4) years.

#### **Acceptable for uses of funds:**

- Administration – for administration of the grant. To calculate, total all line items, take up to five percent (5%) of line item total. No detailed narrative required;
- Salaries and Benefits – i.e., includes stipends for professional development and common planning time for teachers and faculty. Include the number of hours at the approximate rate and benefits;
- Contracted Services – may include consultants for professional development and technical support (including organizing and facilitating professional development opportunities for teachers, faculty and counselors, consortia meetings, work-based learning opportunities, etc.), software leases, stipends for consortia members that are not employed by the fiscal agent and other contracts for services;
- Materials and Supplies - break down requested items, include cost;
- Equipment - break down by item and cost;
- Professional development - includes tuition and conference registration fees; breakdown by activity/event, date and cost, include location;
- Travel – State travel guidelines must be used when calculating travel, meals, and lodging:
  - mileage is calculated at \$.40/mile;
  - in-state hotel rate is \$79; \$93 for Indianapolis, plus tax maximum. Out-of-state hotel accommodations at best available rate;
  - in-state per diem rate is \$26.00/day (\$6.50 for breakfast; \$6.50 for lunch; \$13.00 for dinner); out-of-state per diem rate is \$32.00/day (\$8.00 for breakfast; \$8.00 for lunch; \$16.00 for dinner).

**Note: Please round budgeted amounts to the nearest dollar.**

**Unacceptable uses of funds:**

- t-shirts;
- pens and pencils;
- billboards;
- plaques;
- bags;
- furniture, i.e., desks, tables, or cabinets.

**Line Item Changes** – Administration costs may not exceed the five percent (5%) maximum. Budgetary changes must first be approved by the DWD/CTE office.

**Application Submission**

Applications are due by 4:30 p.m. on Wednesday, May 16, 2007. Submissions received after this time and date will not be reviewed. Electronic submissions are preferred and should be sent to Cheryl Jones at [cjones@dwd.in.gov](mailto:cjones@dwd.in.gov). If submitting electronically, please mail the application and completed Consortium Agreement as indicated below.

A hard copy application, with completed Consortium Agreement, should be mailed separately to:

Cheryl Jones  
DWD/Career and Technical Education  
Section 201  
10 N. Senate Avenue  
Indianapolis, IN 46204

For additional information, please contact Fannie Cox at [fcx@dwd.in.gov](mailto:fcx@dwd.in.gov) or at 317-232-7355.

## Appendix A

### Request for Application Cover Page

#### 1. Funding Request

Requested amount:	
School(s) involved:	
Student population:	
Current PLTW course offering(s):	
Planned PLTW offering:	
# of students enrolled:	

#### 2. Designated Grantee/Fiscal Agent

Organization name:	
Address:	
City:	
State:	
Zip + 4:	
County:	
Telephone number:	
Fax number:	
Email address:	

#### 3. Contact Person

First name:	
Last name:	
Title:	
Organization:	
Address:	
City:	
State:	
Zip + 4:	
Telephone number:	
Fax number:	
Email address:	
Economic growth region:	

## Appendix B

### Request for Application Budget Plan/Narrative

YEAR OF FUNDS P \_\_\_\_

CFDA #: 84.243  
FEDERAL AGENCY: USDOE

FUNCTION	OBJ/SUBJ	COST CATEGORY PROJECT CODE	BUDGET
700	7509	ADMINISTRATIVE COST	
700	7510	SALARIES/BENEFITS	
700	7511	CONTRACT SERVICES	
700	7512	TRAVEL	
700	7515	MATERIALS & SUPPLIES	
700	7546	EQUIPMENT PURCHASES	
700	7557	PROFESSIONAL DEVELOPMENT	
700	7517	MISCELLANEOUS	
		TOTAL	

## Appendix C

### **Request for Application Consortium Agreement** (Make additional copies as needed)

**Briefly describe role of secondary school representative(s):**

_____ Secondary School Name	_____ Signature of Authorized Representative
_____ Date	_____ Typed or Printed Name and Title
Role:	
_____ Secondary School Name	_____ Signature of Authorized Representative
_____ Date	_____ Typed or Printed Name and Title
Role:	

**Briefly describe role of postsecondary institution representative:**

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Postsecondary Institution Name

---

Signature of Authorized Representative

---

Date

---

Typed or Printed Name and Title

Role:

**Briefly describe role of employer partner:**

---

Employer Organization Name

---

Signature of Authorized Representative

---

Date

---

Typed or Printed Name and Title

Role: